

## 12.725 BLOOD DRYING FACILITY: PROCESSING OF EVIDENCE EXPOSED TO BLOODBORNE PATHOGENS

### ***Reference:***

Procedure 12.705 - Property Confiscation  
Procedure 12.715 - Property and Evidence:  
Accountability, Processing,  
Storage, and Release  
Procedure 12.720 - Evidence: Submitting for  
Physical Analysis  
Cincinnati Police Division Training Bulletin #142:  
Bloodborne Pathogen Exposure  
Control Plan  
Crime Scene Manual

### ***Definition:***

Evidence: Item(s) collected and submitted to a court of law as proof to ascertain the truth regarding an offense that occurred. It must be legally obtained to be admissible in court.

### ***General Information:***

The Police Division's blood drying facility is located at District Four. There are three drying rooms lettered I, J, and K and a processing room lettered L. Room L contains all necessary forms and personal protection equipment (PPE).

### ***Purpose:***

Provide a safe working environment for employees who must deal with the processing and drying of contaminated items that have EVIDENTIARY value.

Provide maximum protection for those employees and citizens who work or conduct business in the facility where the evidence is processed.

**Policy:**

Do not use the blood drying facility merely for the purpose of drying items that come into police custody. The items must be EVIDENTIARY in nature as determined by a Homicide Supervisor or their designate. This supervisor or their designate will review and evaluate contaminated items to determine whether they will be needed as evidence in a court proceeding. Do not accept any contaminated evidence (i.e., blood soaked clothing) from any hospital without contacting a Homicide Unit Supervisor.

**Procedure:****A. Notifications:**

1. Personnel intending to use the drying facility must contact a Homicide Supervisor or their designate to determine if the items in question are of evidentiary value.
  - a. Ascertain if a room is available.
  - b. If a room is available, arrange to meet at District Four.

**B. Packaging of Evidence:**

1. Place all contaminated evidence in an evidence bag or leak proof container when transporting to District Four.
  - a. Process each item separately to avoid cross contamination.
  - b. Do not use plastic for transporting evidence.
  - c. Leak proof containers are available from the Supply Unit.
2. Use a sufficient amount of packaging material to prevent any leakage during transporting.
3. Contaminated evidence will not be permitted inside District Four if it is not properly packaged.

C. District Four Processing:

1. Respond to the interior of the District Four garage.
2. Request District Four desk personnel, by radio, to open the access door.
  - a. Absolutely no contaminated evidence will be brought into District Four by any other means.
3. Respond immediately to the drying rooms located to the right of the front desk in the southern portion of District Four. Wait for the arrival of a Homicide Supervisor or their designate.
  - a. The purpose of the Homicide Supervisor or their designate is to provide entrance to the drying rooms and supervise the processing of the evidence. Therefore, they will be the only employee with the keys to the drying rooms.
4. Before entering any room, all personnel must wear PPE when handling contaminated items. All PPE is stored in the cabinet in Room L.
  - a. The officer(s) will be responsible for processing the evidence.
  - b. All contaminated PPE should be disposed of in the biohazard bags located in the drying room.
  - c. Contact a Homicide Supervisor when supplies begin to diminish.

D. Drying Rooms I, J, and K and Processing Room L:

1. Drying rooms will be used by only one investigator at a time. Keep suspect's and victim's clothing in separate rooms to avoid cross contamination.
2. Each room is equipped with a stainless steel, horizontally mounted bar.
  - a. Drape evidence over the bar for drying.
  - b. Place white butcher block paper on the floor if unable to use the drying bar.
3. After putting the evidence in one of the rooms, tape a copy of the completed and legible Property Receipt (Form 330) to the glass of the drying room door.
4. Place a plastic serialized seal on the outside hasp of the door to ensure continuity of evidence. The drying room door must remain locked at all times.
5. Enter all information in the log book kept in Room L. Also make a blotter entry at District Four and the unit of assignment.
6. Evidence must remain in the drying room for a minimum of 24 hours. However, evidence must be removed within a total of 48 hours. The officer(s) must coordinate with a Homicide Unit Supervisor or their designate when removing items from the drying room. It is the responsibility of the officer(s) placing the items in the drying room to remove them on time.
  - a. Any time extensions must be approved by a Homicide Supervisor or their designate.

7. Make a blotter entry when you remove evidence from a room so the room can be disinfected by District Four cleaning personnel. It is imperative to note the room used in each blotter entry.
  8. Use Room L to do paperwork only. Do not bring contaminated materials into Room L.
- E. Transporting Evidence from District Four to the Court Property Unit:
1. Place dried contaminated evidence in an evidence bag or leak proof container.
    - a. Place a Form 330 and biohazard label on the outside of the evidence bag or container.

Procedure 12.725 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 11

Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens	12.725
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Page 71

PROCESSING:

Of Evidence Exposed to Bloodborne Pathogens	12.725
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